SHEILA DOUGLAS: Hello, everyone. This is Sheila Douglas with the ePlanning team, and today we'll cover the steps of how to refresh D2 changes in Back Office.

Up to this point, the project manager has used D2 in Back Office to create and maintain their projects. However, there are times when content needs to be changed on the previously published project. In those situations, it's necessary to get those changes to reflect in Back Office.

Now, in order to get any and all changes to reflect in Back Office, our option is to refresh the project. We do that simply by locating our project in Back Office via the BLM National NEPA Register link, and do a text search for our project.

Check the box next to the project that you want to edit, delete, or refresh. In this case, click the link Refresh, in order to refresh the D2 metadata.

Once Refresh is clicked, you will see a message notifying you that the project's metadata has been updated. Click OK.

You'll be brought back to the BLM National NEPA Register page in Back Office. Locate your project.

Click on your project. You will be taken to your project page, and you'll note project status has changed to red, and you will need to republish. Continue through all the steps to republish your project.

Your project has, once again, been made available to the public via the NEPA Register.

However, you will note that your project is still not in a completed status. In order to change it, it will be necessary to go back to D2.

Select the project to update. Ensure it populates below the selected project field. Then, click the gray Edit button. Open the Status and Dates section. From the Project Status dropdown, select the appropriate status for our project. We will select Completed, which will then have two more fields become required, as annotated by the red asterisk.

As seen here next to the End Date, and next to the End Reason, as for our example, we will select Decision. Once we have updated our status, we will simply proceed through to the Save, by clicking the gray button Next, at either the top or the bottom of each page, until we get to the Confirm subpage, and we are ready to save changes.

Click on the gray Save button. Then, while we wait, the system completes the saving process. We will see a green bar stating "Project successfully updated." Then, go to Back Office Home, and your project will reflect the correct status.

If you have any additional questions, please visit or KRC and SharePoint site for additional supporting documentation, or submit a remedy ticket. Thank you for watching.